

# VOLUNTEER OPPORTUNITIES FORM 2010/2011

## Ann Arbor FSC

The Ann Arbor Figure Skating Club is a non-profit organization primarily operated by volunteers. In order for this club to continue providing extensive and varied opportunities, it is necessary for each Regular, 2<sup>nd</sup> Club, Adult Member, or his/her family to volunteer a minimum of **40 hours** of work throughout this membership year. The commitment for Introductory and Professional Members is 20 hours. If this commitment is not fulfilled a **\$100.00 volunteer fee** will be assessed to the skaters account and due on May 26<sup>th</sup> 2011. Please check more than one committee selection on this form to give us some flexibility in committee placement.

**This form must be completed and returned with your Membership Registration form or your application will not be processed.**

Name of Volunteer(s)		Skaters Name	
Address			
City		State	Zip Code
Day Phone #	Night Phone #		Cell Phone #
Email address		Signature	

### ACTIVITES COMMITTEE

- Awards Banquet:** Assist with annual awards banquet. (late April)
- Exhibitions:** Help with club exhibitions (i.e., Regional Send-Off, Holiday Exhibition, etc.), including music, food, and announcing. (Throughout season)
- Melody On Ice:** Help with the organization and production of the club's annual ice show. MOI is a separate event requiring volunteer commitment from all who participate. More MOI info will come from the chairperson. (Oct. 2010) (MOI will be March 18 & 19, 2011)
- AAAFSC Office Help:** Filing, accounting, mailings, typing, answering phones.
- AAAFSC Website Monitor:**
- Consignment Sale:** Organize sale of figure skating apparel and equipment. (June – with Basic Skills Competition)
- Porter Synchronized Classic Competition:** the annual synchronized team skating competition. Porter is a separate event requiring additional volunteer commitment from all who participate. (December 3-5, 2010)
  - Accounting
  - Announcing
  - Ushering / Admissions
  - First-Aid
  - Escorts-lead teams from locker room to ice
  - Ice Monitoring - get teams on & off ice
  - Parking
  - Practice Ice Music Player
  - Program / Advertising / Ads
  - Registration
  - Set-up and Clean-up
  - Judges Stand set up and take down
- Springtime Invitational Competition:** Participate in the organization and operation of the club's annual freestyle competition. (May 19 – 22, 2011)
  - Accounting
  - Announcing
  - Award Presenters
  - First-Aid
  - Hospitality /Judges & volunteer
  - Ice Monitoring
  - Music
  - Practice Ice Registration
  - Practice Ice Monitor
  - Program Advertizing and Vendors
  - Registration (Competition)
  - Runners
  - Set-up and Clean-up
  - Transportation of Officials
  - Judges Stands set up and take down
- Basic Skills Competition:** Participate in the organization and operation of the club's annual basic skills competition.
  - Accounting
  - Award presenter
  - First-Aid
  - Ice Monitoring
  - Music and Announcing
  - Registration
  - Runners
  - Competitor Party
  - Set-up and Clean-up

- Major Fundraising:
- Social Activities

**GRANTS & SCHOLARSHIP FUND COMMITTEE**

- Sponsorship Subcommittee:** Develop sponsor funding for Club teams and programs. (Throughout season)
- Scholarship Subcommittee:** Develop scholarship funding program and disbursement of club scholarship funds. (Throughout season)

**ETHICS & GRIEVANCE COMMITTEE**

- Grievance & Disciplinary Committee:** Investigate grievance complaints to determine whether valid reason exists to believe a violation of the Club's Code of Ethics or On-Ice etiquette has occurred. If this committee affirms a violation has been committed, it will recommend to the Board of Directors suitable disciplinary action. (Throughout season)

**MEMBERSHIP COMMITTEE**

- Bulletin Boards:** Maintain club bulletin boards by posting club communications at the request of the Executive Committee and committee chairpersons. (Throughout season)
- First-Aid:** Stock club first-aid kit located in club locker room. Also assist competition chairs to find medical volunteers for club competitions. (Throughout season)
- Historian:** Research, document and catalog significant club events occurring in the past and during the current season. (Throughout season)
- Locker Room:** Manage locker assignments and act as contact with locker room cleaning service. (Throughout season)
- Mailing:** Work with the Executive Committee, Office Manager, and Director of Skating to ready all club mass mailings. (Throughout season)
- Membership Directory:** Assist in the publishing of the annual club membership directory. (October-November)
- Telephone** – contact volunteers by phone or email as needed
- Club Publicity:** Act as lead public relations liaison between club and community. Maintain contact with local and regional media to recognize results of club competitors and special events. (Throughout season)
- Ice & Membership Registration:** Assist office staff to process seasonal session and annual membership registrations. (Throughout season)
- USFS Testing:** (Throughout season)
  - Assistant Test Chair
  - Play music for testing on a regular basis
  - Judges Hospitality

**NOMINATING COMMITTEE**

- Responsible for submitting to the Board of Directors the names of persons with appropriate skills and good reputations to serve as directors, officers and committee members of the club. (January-April)

**OPERATIONS & PLANNING COMMITTEE**

- Finance Committee:** Oversee the preparation of all statements, reports, returns and audits of the Club's finances, and to oversee the investment of the various funds of the Club. The Finance Committee shall also submit recommendations to the Board for the selection of auditors, accountants and investment managers.
- Human Resources Committee:** Responsible for recruiting, interviewing, and recommending to the Board of Directors the hiring of professional skating instructors, management staff and other such personnel necessary to operate the club. (Throughout season)
- Information Services Committee:** Responsible for developing and maintaining the club's information system including computer network, membership and accounting data bases and competition data base. (Throughout season)

**SYNCHRONIZED SKATING COMMITTEE**

- Synchronized Advisory Committee:** Provide guidance to the Synchronized Skating Director in program development matters and recommending to Board of Directors and Treasurer an annual operating budget.

**HOW CAN YOU HELP THE CLUB WITH YOUR PROFESSIONAL SKILLS & HOBBIES**

- Accounting/Finance
- Advertising/Marketing/ Public Relations
- Carpenter/ Electrician
- Graphic Design / Computer Information
- Publishing/ writing
- Sewing/ Stage Design & lighting
- Other \_\_\_\_\_
- Business Management

04/05/10bjc

**Thank you for Volunteering!**